

2017 LSTA GRANT PROPOSAL WEBINAR

INSTRUCTIONS AND GUIDANCE FOR
PREPARING A WINNING PROPOSAL
NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS

AUGUST 18, 2016



AGENDA

- What is the Library Services and Technology Act (LSTA)?
- LSTA Goals
- Grant Proposal Categories, Process and Timeline
- Eligibility
- LSTA Proposal Instructions, Form and Signature Certification
- LSTA Contact Information

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The Library Services and Technology Act (LSTA) is a federally funded grant program administered by the Institute of Museum and Library Services.

- <https://www.imls.gov/grants/grants-states>

As an independent federal grant making agency, IMLS is dedicated to creating and sustaining a nation of learners through assistance to libraries and museums. IMLS supports library services for the citizens of Nevada by awarding LSTA funds annually to the Nevada State Library, Archives and Public Records (NSLAPR).

NEVADA LSTA

5 YEAR PLAN GOALS

- Goal I: Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.
- Goal II: Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- Goal III: Nevada libraries will provide responsive learning environments for Nevada residents.
- Goal IV: Build capacity of libraries to meet user identified access needs.

NEVADA LSTA 5 YEAR PLAN GOALS

Consult the LSTA Plan for more details on identified activities and evaluation for the goals listed above at:

http://nsla.nv.gov/uploadedFiles/nslanvgov/content/Development/NV_2013-2017_LSTA_State_Plan-2015revision.pdf

CATEGORIES

- **Mini-Grants** - projects requesting \$5,000 or less
- **Competitive Grants** - projects requesting from \$5,001 to \$100,000 (including in-direct costs)

Libraries may submit one **Mini-Grant** application and one **Competitive Grant** application.

Only *one* Mini-Grant application and *one* Competitive Grant application will be funded per library jurisdiction or institution.

SUBMITTING THE PROPOSAL

1. **Proposal:** Submit the pdf fillable *Proposal* form electronically by **5 pm, 09/15/16** to:

NSLAPRlsta@admin.nv.gov

2. **Signature & Eligibility:** Submit the signed original *Signature and Eligibility* forms via regular, priority mail, or courier service, postmarked by **5 pm, 09/15/16** to:

NLSAPR-LSTA, 100 N. Stewart St, Carson City, NV, 89701

- Submitting more than 1 proposal?
Signature and Eligibility forms are needed for *each one*.

PROPOSAL DEADLINE

**Proposals & Signed Certifications
MUST be received/postmarked by
5 pm, September 15, 2016**

LSTA ELIGIBILITY CRITERIA

To be eligible to apply for LSTA funds, each applicant Library and each participating Library must certify to NSLAPR that they meet all of the following criteria:

- Is supported by public revenues (51% or more) or is a non-profit institution or agency
- Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system
- Participates in resource sharing through the Information Nevada program
- Serves its primary clientele free of charge
- Has a fixed location with regular, published hours of operation;
- Has one or more paid library staff
- Has an annual budget with funds reserved for library materials & services
- Has a current, written long range or strategic plan available for review

ADDITIONAL REQUIREMENTS

Public Libraries	Must meet the Minimum Standards for Public Libraries
Academic Libraries	Be accredited by the Northwest Commission on Colleges and Universities
School Libraries	The school district employs at least one certified library/media specialist
Library Consortia	Be a local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [LSTA Sec. 213(3)]; and Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
State Library Association	Be a non-profit entity registered with the Nevada Secretary of State; and Have tax exempt status under the Internal Revenue Section 501(C)3

WHAT HAPPENS TO THE PROPOSAL?

- All proposals received by the due date stand in competition for the available federal funds.
- Proposals are evaluated by **State Library** staff, **State Council on Libraries and Literacy** members, and others as appropriate.
- An email regarding the competitiveness of each proposal will be sent to the applicant by the LSTA coordinator.
- *Proposals received late will not be considered.*

PROPOSAL VS APPLICATION

- Elements of a proposed project, including funds requested, may change from proposal to application. An application may be submitted based on a proposal that has been revised.
- The submission of a proposal is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR).

PROPOSAL EVALUATION

The following factors (not in priority order) are considered in evaluating each proposal:

- Indication of need
- Evidence of planning
- Client and/or community identification in project development
- Clarity
- Realistic budget estimates
- Potential benefit of the project and its contribution toward meeting local and statewide goals, objectives, and needs for library programs (see State Plan for use of LSTA)

BUDGET: ALLOWABLE COSTS

The following ARE NOT eligible for LSTA funding:

- Food and drink
- Lobbying expenses
- Items/services not related to the project and its timeline
- Fundraising
- Classroom book sets, textbooks, equipment/AV for the classroom
- Fixed assets
- See Allowable Costs Tip Sheet @ http://nsla.nv.gov/Development/LSTA_2017

BUDGET-MATCH

A 10% match is required for every application

Match may be local cash, in-kind or a combination.

- Example: a project requesting \$5,000 of LSTA funds must have a minimum of \$500 match – the total project would be \$5,500 (\$5,000 LSTA + \$500 match = \$ 5,500).
- Note: Lost revenue is not allowed for matching funds.

PROJECT TIME FRAME

- Awards will be made on a one-year basis only, subject to the availability of federal funds.
- The actual project will be expected to operate from *July 1st through June 30th*.
- A different time may be requested; but will not automatically be granted.

COMPLETING THE PROPOSAL

- The proposal *must* be completed on the LSTA pdf fillable form.
- The proposal information section may be no longer than **two** pages.
- Nothing else may be attached to or included with the proposal.

LSTA ELIGIBILITY FORM

to be signed by
**Authorized Certifying
Official**

Authorized Certifying Official

Eligibility for LSTA

All types of libraries, including academic, public, school, governmental agency libraries, and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to its primary clientele and it is organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its primary clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

The applicant or participating library must also meet the following requirements:

Public Libraries	Must meet the Minimum Standards for Public Libraries
Academic Libraries	Be accredited by the Northwest Commission on Colleges and Universities
School Libraries	The school district employs at least one certified library/media specialist
Library Consortia	Be a local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [LSTA Sec. 213(3)]; and Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
State library association	Be a non-profits entity registered with the Nevada Secretary of State; and Have tax exempt status under the Internal Revenue Section 501(C)3

Contact NSLAPR if you have any questions or concerns regarding eligibility: dalexander@admin.nv.gov

Certification:

I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

Signature of authorized certifying official

Date signed

Typed (printed) name and Title

PROPOSAL CERTIFICATION OF ELIGIBILITY

to be signed by
**Authorized Certifying
Official**



Nevada State Library, Archives and Public Records
LIBRARY SERVICES AND TECHNOLOGY ACT
2017 LSTA Proposal Signature Page
(Rev 8-16)

1. Project Title: _____

2. Applicant name and jurisdiction: _____

CERTIFICATION/ ELIGIBILITY FOR ELECTRONIC SUBMISSION: Please sign below in blue ink.

I understand:

- Submission of this Proposal does not obligate my library to apply for an LSTA grant for the 2017 grant year.
- Receiving approval of this Proposal does not guarantee that my library will be awarded funding for the 2017 federal grant year.

Signature: _____ Date: _____

Name: _____

Title: _____

Phone: _____

E-mail: _____

If the proposal form has been submitted electronically, print both pages of this form, complete the information, sign and return with the original signatures. **Must be postmarked by September 15, 2016;** mail to:

Nevada State Library, Archives and Public Records
LSTA Proposals
100 N. Stewart Street
Carson City, NV 89701

DUNS Number

Authorized Signer

Match

PROPOSAL FORM PAGE 1



Nevada State Library, Archives and Public Records
LIBRARY SERVICES AND TECHNOLOGY ACT
2017 LSTA Proposal Form
Due Thursday, Sept. 15, 2016



(Rev 4-16)

DUNS Number:

Project Manager

1. Applicant Library Name		2. Principal Contact Person for this Grant	
3. Address – Street, P.O. Box, Route		4. Telephone Area/Number	
5. City, State, <u>Zip+4</u>		6. E-mail address	
7. Library Director/Administrator		8. Telephone Area/Number	
9. Address, Street, City, State, <u>Zip+4</u>			
10. Type of Library <input type="checkbox"/> Public <input type="checkbox"/> Academic <input type="checkbox"/> Special <input type="checkbox"/> Library Consortia <input type="checkbox"/> School			
11. Project Title:			
12. LSTA funds requested:			
13. Cash Contributions:			
14. In-Kind:			
15. Total Project Cost:		\$ 0	

Project Summary Brief description of the project and the need/opportunity for it.

Project Summary.
Match to LSTA goals!

PROPOSAL FORM PAGE 2

Project Manager
or Library Director

b. What will the project accomplish? (objectives of the program, list sample activities)

Objectives... Need help?

c. How will success be defined and measured? (outputs and one outcome)

Outputs
Outcomes
Need help?

16. Signature: _____ Date: _____

Type Name: _____

Title: _____

Phone: _____

E-mail: _____

CONTACT US

Donna Alexander, LSTA Coordinator

Nevada State Library, Archives and Public Records

100 N. Stewart St., Carson City, NV 89701

775 684-3407

dalexander@admin.nv.gov

<http://nsla.nv.gov/LSTA/>

